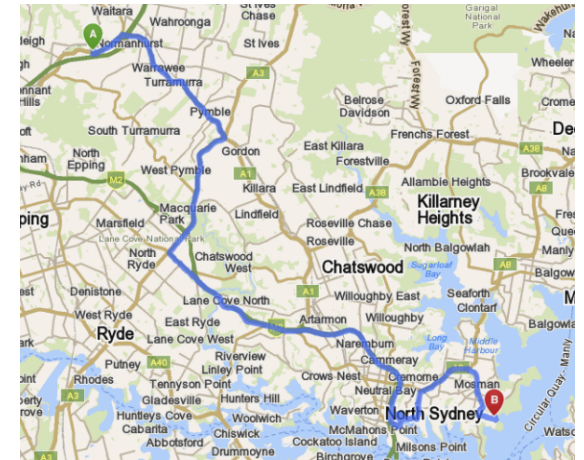




## Excursion Risk Management Plan

### Excursion details: Clifton Gardens Reserve

Date(s) of Excursion	Wednesday 29 <sup>th</sup> January 2024	Excursion destination	Clifton Gardens Reserve / Chowder Bay Morella Road, Mosman NSW 2080
Departure and arrival times	<b>Depart Centre: 9.00am      Arrive at venue : 10:00am      Depart venue: 1.35pm      Arrive back at NOOSH: 2.35pm</b>		
Proposed activities	Travel by hired bus Participating in bushwalking and learning about indigenous culture	Water hazards? <b>Yes/No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route	<p>Catch a hired bus from NOOSH Centre to Clifton Gardens Reserve.  <u><b>Travel time on bus approx. 52 minutes</b></u></p> <p>Continue on Normanhurst Rd, Normanhurst - proceed South            Turn left onto Pennant Hills Rd, Normanhurst,            Continue along Pacific Hwy, Wahroonga            Turn right onto the Pacific Highway Exit ramp, Gordon,            Continue onto Ryde Rd, Continue along Lane Cove Rd, West Pymble            Veer left onto the Epping Rd ramp, Macquarie Park            Continue along Epping Rd, Macquarie Park after ramp,            Continue along Longueville Rd, Lane Cove North Sydney            Continue along Gore Hill Fwy, Lane Cove North,            Continue along Warringah Fwy, Naremburn            Take the ramp to Alfred St Offramp, Neutral Bay, Continue along Alfred St, Neutral Bay after ramp, Continue along High St, North Sydney,            Veer left and take High St, North Sydney            Veer left onto Clark Rd, North Sydney after ramp            Turn right onto Kurraba Rd, Neutral Bay, Turn left onto Wycombe Rd, Neutral Bay            Turn right onto Military Rd, Neutral Bay, Turn right onto Military Rd, Mosman            At the roundabout take the 2nd exit onto Bradleys Head Rd, Mosman            At the roundabout take the 1st exit onto Thompson St, Mosman            Turn right onto Burrawong Av, Mosman, Turn left onto David St, Mosman            Make left U-Turn onto Morella St, Mosman, Continue along Access Road to Clifton Gardens Res, Mosman</p>		



	Arrive at Access Road to Clifton Gardens Res, Mosman Access Road To Clifton Gardens Res, Mosman, NSW  NSW does not require seat belts on the bus but seatbelts will be used if available on the bus.		
<b>Name of excursion co-ordinator</b>	Kerri Wickenden		
<b>Contact number of Excursion Co-ordinator</b>	(M) 0409 457 578	(M) 0437 712 178	
<b>Number of children attending excursion</b>	<b>Intended: 35</b>	<b>Number of educators/parents/volunteers</b>	7
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:5 (1 Extra educator due to children with disability/special needs)		
Procedures for: <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Checking the Bus for Children</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Checking the bus for all children</li> <li>- Returning to the centre</li> <li>- Head Count/Roll Calls</li> </ul> <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> <li>- Prior to the excursion children are divided into groups with an educator assigned to them (max. 10 children per educator)</li> <li>- A roll call is conducted prior to the children leaving the NOOSH centre. The excursion coordinator is to ensure they know the number of children who are in their care.</li> <li>- Each educator accompanies their group to the bathroom area, with an educator waiting outside. The educator ensures all the children in their group are in their care before walking them to the bus.</li> <li>- The educator counts the children in their group onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- An educator is responsible for completing the "Safe Transportation Checklist" Form</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- The Safe Transportation Checklist is completed again</li> <li>- We walk to our destination, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.</li> <li>- On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children.</li> <li>- Educators are to ensure that they have knowledge of where the children in their group are at all times.</li> <li>- Prior to exiting the venue another roll call &amp; headcount is conducted.</li> </ul>		

	<ul style="list-style-type: none"> <li>- We walk to our bus, with the educators working to ensure the children in their group are with the group at all times. An educator is stationed at the front, leading all the children to the destination, and another at the back to ensure all children are safe. Educators are encouraged to conduct their own group headcounts as we transition.</li> <li>- The educator counts the children in their group onto the bus.</li> <li>- The Safe Transportation Checklist is completed by the responsible person</li> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- When the bus stops to let us off a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- The Safe Transportation Checklist is completed for a final time.</li> <li>- We walk to the NOOSH centre, where a roll call &amp; headcount is conducted.</li> </ul>
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Excursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel on bus from Normanhurst Centre to Clifton Gardens Reserve	Slips, trips, falls, collisions	Moderate	Walk children, 2 lines in close groups Educators positioned at front, middle and ends of groups Constant head counts, and checking on children	All Educators  All Educators	On travel & arrival to the venue

Disembarking from Bus into carpark areas	Child may wander/ abscond	Moderate	Safe Transportation Checklist is completed Educators to communicate with one another and the children	All Educators By the allocated Educator All Educators & Children	
Entering Clifton Gardens Reserve	Trips, slips, falls, Medical emergency, First aid required	Moderate	Maintain children close in groups. Close supervision Educators encourage children to listen and implement appropriate behaviours	All Educators All Children	Whilst entering Clontarf Reserve
Walking around the vicinity of Clifton Gardens Reserve	Trips, slips, falls, injuries, illness	Moderate	An educator to lead each group as per child:educator ratio Ensure each member of the group walks, not runs, and stays within sight of an educator	All educators All children	Whilst walking around On the day
	- Risk of collision while walking	Moderate	Supervise children carefully, ensuring that they leave adequate space between them and other children	All educators	On the day
	Risk of children running/walking into the water	Moderate	Ensure children do not leave the group, keep children away from the water Children to be aware of their surroundings and to 'give way' to others	All educators	On the day
	Children passing one other	Moderate	Children to be aware of branches 'snapping' back towards them as they are held by others	All educators	On the day

	Getting hands/feet caught in and under materials	Moderate	Ensure children walk carefully and avoid obstacles	All educators and children	On the day
	Animals e.g: wildlife/birds/dogs	Low -Moderate	Keep children away from wildlife – they can look from a distance. Verbally instruct and encourage children not to pet animals such as wildlife/dogs. If a dog – always check with owner and ensure that it is okay to pet the dog. Children not to go near dogs that are off-leash. Let the staff know of the best ways to safely evacuate the children	All educators and children All educators & children	On the day
	Risk of needing to evacuate the area due to fire etc. and children not knowing where to go	Moderate	Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions Educators will carry small first aid kits on them	All educators and children	On the day
	Medical emergencies	High	Educators will conduct regular roll calls and head counts of their individual groups & communicate this to the coordinator	Educators	On the day
	First aid required		Educators will have a walkie talkie to communicate to other staff whilst at the venue	Educators	On the day
	Missing child	High	Educators will supervise tracks to ensure children do not leave the area  Educators will ensure children will not interact with the general public. They will	Responsible person on the day	On the day

		High	check the bathrooms before the children enter, and will wait outside until the children are done.	The Coordinator & educators  All educators  All educators	On the day
Participating in sand/beach activities	Social/emotional well-being  Handling of equipment	Low  Low	Children to listen to instructions and follow accordingly  Children are instructed how to handle equipment appropriately and with respect	Educators & Children  Educators & Children	On the day
Participating in water activities/ swimming or using paddleboard/ floating devices	Drowning  Submerging under water	High Moderate - High	Communications with families that the child can tread in water/swim or be competent in water  Permission Forms attained as per National Regulation: 101  Educators strictly adhere to 1:5 ratio Educators to be within arms-reach of children who are deemed as not competent swimmers.  Educators spread in water closely supervising, verbally instructing and assisting children.  An educator to stand on shoreline, near water to oversee all others and be available as necessary to further instruct and assist.	Responsible Person, Educators & Families  Responsible Person  Educators  Educators & Children	Prior to the Excursion  Prior to the Excursion  On the Day  On the Day

			<p>Educators stay within arms' reach of their children – particularly smaller children or those that require further assistance.</p> <p>Educators have First Aid qualifications including CPR anaphylaxis asthma training.</p> <p>It is highly recommended that at least one educator is present and has participated in a Bronze medallion course or similar aqua/water safety/beach safety course</p>	Roster Person/ Responsible Person & Educators	Prior to the Excursion & On the day
Environmental Impacts & Emergency Evacuation	Extreme Weather conditions (including heat stress, sunburn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	<p>Follow NOOSH Emergency Action Plan</p> <p>Seek shade/shelter where appropriate</p> <p>Give time for children to be calm safe and feel secure.</p>	Educators & Children	Preparation before Excursion & During excursion
Using the toilets & hand washing	<p>Children using toilets at the venue</p> <p>Missing child</p>	<p>Moderate</p> <p>Moderate</p> <p>High</p> <p>Moderate</p>	<p>An Educator to check toilet areas for any hazards before children enter</p> <p>If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area</p> <p>Children to go in small groups of same gender</p> <p>Regular head counts and roll calls</p> <p>Educators to walk children in groups at a time and remain near toilet block area until children have finished</p> <p>Children to communicate with educators about going to and from the toilets.</p>	<p>All educators</p> <p>All children</p>	Whilst using toilets and hand washing areas

	Health & Hygiene		Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands.		
Eating & drinking	<p>Allergy &amp; Food intolerances</p> <p>Choking, illness, vomiting</p> <p>Anaphylactic reactions</p>	Moderate – High	<p>Ensure educators, children &amp; families are aware of our Food &amp; Nutrition Policy</p> <p>Ensure families are regularly provided with information about food and nutrition</p> <p>Ensure children are seated down whilst eating or drinking</p> <p>Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</p> <p>Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</p> <p>Staff are trained in First aid, anaphylaxis and allergy awareness.</p> <p>Ensure all staff are appropriately supervising children when eating and drinking.</p> <p>Medication for children with allergies /asthma is available on excursion.</p> <p>Staff to ensure that children have filled water bottles.</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p> <p>Educators</p> <p>The Coordinator &amp; educators</p> <p>All Educators</p>	Before the excursion, during the excursion & after the excursion



	Birds swooping or other wildlife– causing injury/incident/ social/emotional well-being of child/adult	Low	<p>Staff to ensure children continue to top up/re-fill their water bottles throughout the day.</p> <p>Encourage children &amp; educators to sit under shelter. Look out for nearby birds. Verbally instruct children not to walk around with food, and not to raise food in the air.</p> <p>Encourage hats to be worn when throwing rubbish in bins, walking around or if not under shelter.</p>	<p>Educators &amp; children</p> <p>Educators &amp; children</p>	On the day
Sun Protection & Dehydration	<p>Sunburn / burns/ infections / illness Sun stroke, dehydration</p>	Moderate	<p>Check temperature &amp; UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm.</p> <p>Ensure that Educators, volunteers &amp; families are aware of our Sun Safety Policy</p> <p>Ensure families pack hats for their children each day</p> <p>Ensure children wear hats as necessary or stay under the shade if UV is over 3</p> <p>Provide shelter where necessary</p> <p>Regularly ensure children have opportunity to get a drink of water</p> <p>Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this)</p> <p>Sunscreen will be applied throughout the day</p>	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families Children Volunteers</p> <p>Educators</p>	Before leaving the centre & during the excursion

			Ensure children have brought their water bottles		
Covid - illness	<p>Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>	Moderate - High	<p>Ensure Educators &amp; Families are aware of our Covid Policy &amp; procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid</p> <p>Ensure information of Covid and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view</p> <p>Educators &amp; families are updated with any new information / updates on Covid</p> <p>Ensure that the health, safety and well-being of all children, educators or adults that enter the premises is upheld.</p> <p>If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid rules and practices as per prescribed from the NSW government</p> <p>Children will be given regular hand washing routines throughout the day,</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p>	Throughout the whole day

			<p>depending on activity and what they are exposed to.</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all.</p> <p>Educators are recommended to wear PPE including gloves &amp; face masks where necessary.</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid practices</p>		
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Plan prepared by	Kerri Wickenden	Date	14.11.2023
Prepared in consultation with:	Rachel Warner		
Communicated to:	All staff prior to excursion		
Venue and safety information reviewed and attached	Yes / No Comment if needed:		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

Risk Matrix

Consequence

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	Insignificant	Minor	Moderate	Major	Catastrophic
Alm ost cert ain	Moderate	High	High	Extreme	Extreme
Likel y	Moderate	Moderate	High	Extreme	Extreme
Poss ible	Low	Moderate	High	High	Extreme
Unli kely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High